

Appendix A

MINERALS CENSUS REPORT FORMS AND PUNCH CARDS

For the 1963 Census of Mineral Industries. 25
different establishment forms were used. These included 18 standard forms for use by large and multiestablishment companies and 7 short forms used for small establishments. In addition, a few special purpose and supplementary forms were used.

The standard forms were essentially similar with adaptations to specific industries. The principal adaptations were made in Item 4, "Man-hours of production, development, and exploration workers, by department or by kind of work;" Item 9, "Purchased fuels consumed;" Item 11, "Supplies used and minerals for preparation," or "Data on minerals received from other establishments for preparation and on minerals mined and prepared in the same establishment;" Item 12, "Products and services;" Item 14, "Type of operation," or "Number of wells operated" (for oil and gas extraction establishments); Item 15, "Number of production, development, and exploration workers, by month" (for industries in which seasonal employment levels were not adequately represented by quarterly figures), or "Cost of drilling and equipping wells" (for oil and gas extraction industries); and Item 16, "State and county data." The State data in item 16 were used for area classification, by State, in reports for an entire State or district or for all operations

in the United States, such as oil and gas field and service reports. The county data in item 16 on employment, quantity production, receipts for services, and capital expenditures provided the basis for allocating payrolls, value of shipments and receipts, and certain other data, by county.

Of the standard forms used in this census, Form MC-10B, "Copper, Lead, Zinc, Gold, and Silver Ores" (see pages A-2 to A-5) is representative of forms for operators of metal ores properties. Form MC-12A, "Coal" (see pages A-16 to A-19), was used for operators of anthracite, bituminous coal, and lignite mining properties. Form MC-13A, "Crude Petroleum and Natural Gas" (see pages A-24 to A-29), is representative of the forms for operators of oil and gas extraction properties. Form MC-13C, "Oil and Gas Field Services" (see pages A-30 to A-35), is typical of information requested for mineral

services establishments. For establishments engaged both in operation of oil and gas field properties and in oil and gas field services. a consolidated form, MC-13D, "Oil and Gas Field Operations," was provided, and for operators of offshore oil and gas properties, a supplemental form, MC-13X, "Offshore Oil and Gas Operations," was used. A company summary form, MC-13Y, "Oil and Gas Field Operations," was also used.

The complete instructions provided for form MC-10B are shown on pages A-6 to A-9. The same set of instructions was provided for all operators reporting on standard forms for metal mining industries. These instructions are very similar to those used for coal mining and nonmetallic minerals, except fuels, mining. There were additional differences between these instructions and those used for the oil and gas extraction industries. A sample of the latter is shown on pages A-20 to A-23. In all, four separate sets of instructions were provided to accompany the standard forms.

Of the seven short forms provided, one was for metal mining, one for coal mining, two for oil and gas extraction, and three were for non-metallic minerals mining. About 21,000 of approximately 41,000 tabulated reports in the 1963 minerals census were prepared on short forms. Such forms were used for very

small establishments in almost all industries. Except for oil and gas extraction, data for use on short forms were collected by the Bureau of Mines: forms such as MC-10S, "Metallic Ores," were used to provide the Census Bureau with type of operation and commodity data directly from Bureau of Mines current surveys. Bureau of Mines Form 6-1052 is typical of forms used by the Bureau of Mines to collect other information required by the Census Bureau. For the oil and gas extraction area, all short forms were collected by Census. Form MC-13S-1 is representative of these forms.

Some special-purpose forms and supplementary forms were also used; for example, the form for reporting offshore oil and gas operations referred to earlier. Also, a form was provided for reporting separately operated central offices or auxiliaries. A special short form was used for a supplementary mailing to oil and gas contractors to obtain the names and addresses of oil and gas producers served. Other special short forms were used to complete the coverage of very small and no-employee establishments for which names and addresses were obtained in Bureau of Mines and other lists. (See also Introduction, section 12.)

Typical punchcards used in tabulating the 1963 Census of Mineral Industries data are shown on page A-44.